

Hello _____,

My name is _____, and I'm the lead guide for your Mia tour at _____ AM/PM on _____. I'm looking forward to your tour!

To help provide the best possible tour experience, I need to confirm some information before your tour:

- Please confirm that _____ students from _____ grade(s) are attending the tour.
- Please confirm any specific artists, artworks, or cultures you would like included on the tour. We will do our best to accommodate your requests, depending on what is on view and accessible.
- Are there special accommodations required for any of the students attending?
- Who is our contact on the tour day? (Please provide a cell number, if possible.)
- Will you be staying for self-guided tours? Are multiple groups at different tour times coming on one bus?
- If you don't have a lunch space reserved on your confirmation, we unfortunately are unable to accommodate last-minute requests due to limited availability.

When coming to the museum,

1. Please have children wear name tags with large legible first names so we can best engage them.
2. Please divide students into groups (maximum of 15 students per group) before arriving at the museum, with at least one adult chaperone assigned to each group. Encourage chaperones to help with group organization.
3. If weather permits, please leave the coats on the bus.
4. Arrive at the Third Avenue entrance, and have students wait on the bus while one contact from the school checks in with the school tour coordinator inside the Third Avenue doors. (Note for homeschool groups: communicate that parents separately arriving with students should check in with the school tour coordinator in the Third Avenue entrance.)
5. Refer to the Mia Tour Guidelines, included in your tour confirmation, and let me know of any questions you have regarding the additional guidelines. We also have Social Narratives available to help prepare for your visit ([link here](#)) and a series of multilingual videos ([link here](#)).
6. While we do our best to plan tour routes to avoid any sensitive material for young children, we can not guarantee a route completely free of artworks containing nudity. Before your visit, we encourage teachers and/or chaperones to explain why students may encounter artwork with nudity on the tour of an encyclopedic art museum.

We look forward to sharing the treasures of Mia with your students! Please feel free to contact me with any questions or concerns. Thanks for choosing our museum for your field trip!

Best regards,

Mia Guide

(include your email and phone number)